

SOUTH PARK STAKEHOLDERS G R O U P

*Dedicated to the Economic, Social and Cultural
Vitality of South Park–Downtown Los Angeles*



South Park Stakeholders Group – Board Meeting
Tuesday, January 15, 2013, 5:00 PM
1050 South Flower Street #102, Los Angeles, CA 90015
Closed Session on Personnel Issues at the End of the Meeting
FINAL MINUTES

Present: Robin Bieker, Gary Warfel, Philip Hill, Bob Buente, David Galaviz

Absent: Ed Marzac, Martha Saucedo (Excused)

Staff: Jessica Lall, Daryl Landis

Consultants: Marco Li Mandri, Tom Compere

Guests: Francesca Leiweke (AEG), Jatzin Alvarado (AEG)

MINUTES:

Item	Discussion	Action Taken?
Call to order	President Robin Bieker called the meeting to order at 5:10 p.m. A quorum was present, and self-introductions were made.	No action taken
Introductions	Robin Bieker welcomes everyone to the first board meeting of the year and welcomes Jessica Lall, new Executive Director.	No action taken
BID Support Letter for AEG to manage LA Convention Center	Francesca Leiweke presented on behalf of Martha Saucedo on AEG's bid to manage the LA Convention Center – in response to an RFP issued by the City. Ms. Leiweke was seeking the Board's support in the form of a letter. She stated that the purpose of AEG's bid was to better brand Los Angeles on a global scale and attract world-wide conventions to the city – enhancing tourism and TOT dollars to the City's general fund. She argued that most other competitors act more as facilities managers, and that AEG works daily with the Convention Center, knows their staff and would be more inclined to work with the current staff. Gary Warfel asked about potential concerns by other property owners, and Leiweke stated that by bringing more citywide conventions to the city, all	Robin Bieker motions to approve the support letter, pending edits to the draft to include more info on the tourism benefits. Gary seconds, all approve. Phillip Hill abstains.

	hotels and operators would benefit.	
2013 Operating Budget Presentation and Discussion	Treasurer Gary Warfel presents new operating budget and discusses new format of outlining budget so it mirrors Management District Plan. He has taken the previous year's financials and used them to project cost. He has cut out duplicates, but we are still waiting to hear from RBZ on the final actuals. This new format will allow us to more clearly see how we are aligning with our goals with the City.	Robin Bieker motions to approve the operating budget, Gary seconds. All in favor; none opposed.
2013 Capital Budget Presentation and Discussion	Gary presented on the capital budget, which included differed maintenance costs. He requests that the Board allow up to \$25K in costs to upgrade the office – including painting, ceiling repair, carpet, creation of an office for Jessica, etc. Gary will be compiling a more detailed list and breakdown of the capital budget, including bikes, radios, uniforms, equipment.	Bob Buente motions to approve up to \$25K in office improvements; Phillip Hill seconds. All in favor; none opposed.
2013 Accounting Systems Presentation	Tom Compere from RBZ gave a presentation on our new financial system and moving to web-based, bill.com to pay for bills. Tom said the new budget structure will help simplify. Bill.com will allow us to keep better track of invoices, payments. Jessica and Phillip will be listed as payers and Bob, Gary and Robin will be listed as approvers to avoid any conflict of interest. Tom stated that since we are moving to this system, it should ultimately lower our cost.	No action taken.
Operations Report	Operations Director Daryl Landis presented on the operations. He reviewed the clean and safe reports for the last two months, and discussed the new 24 hour door-to-door service he would like to implement. The service would provide for a member of the safe team to escort callers to their car, business or residence in the evening at no cost. Jessica asks about what other BIDs are implementing the service and if it will increase liability or reduce resources. Daryl said he believed it was a good idea for PR reasons and that he has heard complaints about individuals not feeling comfortable walking to their cars. He doesn't believe that it will impact overall safe services, but will discuss with the team and report back.	No action.
Committee Reports	<p>(Executive Committee) Jessica Lall presents on new organizational chart, including a new Director of Communications/Planning and Dispatch/Admin reporting to Exec Director. She also includes board committees.</p> <p>Jessica recommends hiring CvC consulting to continue help with finalizing the HR Manual and any other HR</p>	<p>David Galaviz motions to approve, Phillip Hill seconds, all in favor, none opposed.</p> <p>Phillip Hill motions to approve, Bob Buente,</p>

	<p>issues at a rate to not exceed \$70/hour.</p> <p>Robin presents renewing NCA Consulting contract from January – June 2013 for a total of \$36,000.</p> <p>Jessica recommends hiring Devine Strategies on their hourly rates of \$200/hour on an as-needed basis.</p> <p>Jessica presents the idea of the board meeting on odd months, the third Thursday of the month from 5-7pm for 2013. David says he supports later meetings and meeting every other month. Phillip says evenings are hard but if it works for the rest of the group, he can accommodate.</p> <p>Jessica updates the Board on the manual billing system based on her conversation with the City Clerk's office. We will receive the first statement in February and a second in March. People were offered the option of paying in two installments, so we will receive another in September.</p> <p>(DISI Committee) Robin recommends appointing Jessica Lall interim chair of the DISI committee until we have another Board member who would like to take charge.</p> <p>(DISI) Jessica presents a proposal RFP to post on the CA Downtown Association website to hire a Director of Planning and Communication (job description included) who will be paid no more than \$50K out of the DISI Budget. Gary believes this will help our brand development and coordination on developments and projects Downtown. Marco believes the job description and RFP are solid.</p> <p>(SOBO/EBO) Bob presents a summary of the first SOBO meeting and discusses the necessary cutbacks for 2013 on the Securitas contract (roughly \$20K per month). His committee is looking at ways to continue to increase efficiency. Phillip asks what impact this will have on our services. Daryl mentions that most of the cuts will come from the increase in "ambassadors" program. He believes that we can maintain services by looking at the schedule and looking at new technologies.</p>	<p>seconds, all in favor, none opposed.</p> <p>Gary Warfel motions to approve, Bob Buente, seconds, all in favor, none opposed.</p> <p>Robin Bieker motions to approve, David Galaviz, seconds, all in favor, none opposed.</p> <p>David Galves motions to approve, Robin Bieker, seconds, all in favor, none opposed.</p> <p>No action.</p> <p>Gary Warfel motions to approve, Phillip Hill, seconds, all in favor, none opposed.</p> <p>Robin Bieker motions to approve, David Galaviz, seconds, all in favor, none opposed.</p> <p>No Action</p>
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	<p>Given the need to revisit operations, Bob requests the ability to gather additional quotes for services and negotiate contracts through the SOBO Committee</p> <p>(LUED) Gary presents the concept of creating a Land Use and Economic Development Committee for the Board of Directors. The committee will work with developers interested in working in South Park, and will help the BID become a resource for South Park stakeholders. Ted Tanner supports the idea and has offered to help. Jessica believes this committee will help make the BID more relevant. Robin nominates Gary to serve as the Chair of the committee.</p>	<p>David Galaviz motions to approve, Phillip Hill seconds, all in favor, none opposed.</p> <p>Bob Buente motions to create the committee and have Gary serve as Chair, Robin Bieker seconds, all in favor, none opposed.</p>
CLOSED SESSION ON PERSONNEL ISSUES (J.Lall to make presentation)	Jessica presented and discussed personnel issues and reviewed documentation and testimony. She answered questions from the Board and requested that the Board support her and the Executive Committees determination on how to move forward.	Phillip Hill motions to let Jessica and the Executive Committee make a determination on how to move forward, David Galaviz seconds, all approved, none opposed.
Next Board meeting	March 14, 2013	
Adjourn	Meeting adjourned at 7:15p.m.	.

Minutes taken by Jessica Lall

BROWN ACT:

***Government Code 54950* (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Corporation posts Agendas at 1333 S. Hope Street, Los Angeles CA 90015. Action may not be taken on items not posted on the agenda. Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Jessica Lall, at 213-820-0837 at least 48 hours prior to the meeting.**